

The following information is provided to assist consulting arborists, tree care specialists, foresters, etc., in the completion of Arborist Reports that are required to be submitted in support of development applications (including construction and demolition permits), tree removal and injury applications and/or Ravine Permit applications. The submission of Arborist Reports that are adequately detailed will enable a more efficient and effective review of proposals by city staff. This will ultimately result in fewer delays in responding to requests and processing of applications.

Please note that the following are guidelines and that all listed information need not be included on every report as each individual situation warrants an individual level of detail.

## 1. REQUIRED INFORMATION:

**Contact Information:** Be sure to provide your company name, address, telephone and fax number, and e-mail if applicable so that we may correspond to you in a timely manner.

**Location:** Provide the municipal address of the site, and the location of tree(s) in relation to existing and any proposed structures, lot boundaries, or relative proximity to other tree(s), e.g. Southeast corner of rear lot, between fence and shed. Include tree(s) on neighbouring properties if they fall within 6 m of the site.

**Species:** Identify the tree(s) in question by common English name and scientific name (Digital camera images are often handy if you have access to such a device, as these images can easily be e-mailed, and provide a good perspective on the specific situation).

**Size:** Diameter of the tree must be provided in centimetres (measured 1.4 m from ground). measurements must be accurate.

**Nature of Work:** Explain what arboricultural work is to be undertaken on the tree(s), e.g. pruning, tree removal, root pruning, tree protection measures required for construction, etc. If the trees are a part of a woodlot, explain the silvicultural effect of the proposed work, e.g. disturbing the natural edge, thinning, creating a canopy opening to provide better light conditions, slope destabilization, etc.

**Condition:** Always provide detailed information about the condition of the tree(s) especially in instances where it is determined that the tree(s) is not in good condition. The determination of the condition rating will be based on some of the following factors:

1. Structural Integrity (Have there been recent limb failures? Is there evidence of structural weaknesses, noticeable stress cracks, frost cracks, weak unions, and included bark unions?)
2. Deadwood (%)
3. Vigour (Is the tree healthy and in leaf, or in decline and struggling?)
4. Are there any insects infecting? (What?)
5. Are there any pathological concerns? (What?)
6. Are fungal fruiting bodies evident? (Where?)
7. Is decay evident at unions, base, or elsewhere? A bore test, ultrasound or resistograph may be required to determine extent of decay.
8. Is the tree causing damage to structures? (Which structures? How? Has an engineer determined that the tree is responsible for the damage? If so, attach the report.)
9. Does the tree have a significant lean?

**Category:** By-laws respecting trees provide for the protection of trees situated on both private and City property. Please indicate which of the following categories apply to the tree(s) in question.

1. Trees with diameters of 30 cm or more, situated on private property on the subject site.
2. Trees with diameters of 30 cm or more, situated on private property, within 6 m of the subject site.
3. Trees of all diameters situated on City owned parkland within 6 m of the subject site.
4. Trees of all diameters situated within lands designated under City of Toronto Municipal Code, Chapter 658, Ravine and Natural Feature Protection.
5. Trees of all diameters situated within the City road allowance adjacent to the subject site.

**Client's Reason For Removal:** If applicable, provide client's reason for wishing to remove the tree. For example:

1. For construction purposes, e.g., new house, addition, landscaping, etc.
2. Safety (Is the tree hazardous? If yes, identify the concern)
3. Damage to structure (If damage to a structure is the reason, an engineers report may be required).
4. The tree is in decline and is no longer viable to maintain.

**Tree Replacement Information:** The planting of large growing shade trees using a variety of species is encouraged in order to ensure achievement of a diverse, sustainable urban forest. Native trees and shrubs must be planted in ravines and natural areas to help maintain biodiversity. Please provide pertinent information regarding any replacement planting to take place after the completion of work to be done, or construction project completion. Size, species, quantity and location on property (shown on a landscape plan) should be included in the description of replacement trees.

**Arborist Recommendation:** Provide arborist's recommendation for treatment of the tree(s), i.e., recommend removal and replacement, recommend preservation, etc. For trees that are to be protected and retained, see Section #2: Tree Retention and Protection. All recommended silvicultural work must be in keeping with the City of Toronto's "Guidelines for Management of Ravines".

## **2. TREE RETENTION AND PROTECTION:**

Where trees are to be retained and protected, a tree preservation plan must be provided which identifies and details tree protection methodology to be implemented prior to construction and maintained for the full duration of construction. Please refer to Urban Forestry's "Tree Protection Policy and Specification for Construction Near Trees" document for additional information regarding tree protection measures. This document may be obtained from Urban Forestry. Please note that all tree protection measures must be in place prior to the commencement of any construction activity and they must be approved by Urban Forestry.

The following are two examples of Arborist Reports. The first is a report detailing the removal of a tree in poor condition. The second is a report regarding the removal of one tree in poor condition, and the retention of several other trees during the construction of a house addition.

*For Further Information or to Request Documentation please contact one of our  
Tree Protection and Plan Review Representatives:*

Etobicoke York District, 416 338-6596  
North York District, 416 395-6670  
Scarborough District, 416 338-5566  
Toronto and East York District, 416 392-7391

# XYZ TREE CARE

425 SYCAMORE AVENUE  
TREEVILLE, ON P2P 5G6  
TEL: (624) 725-2569 FAX: (624) 725-2568  
E-MAIL: [xyztree@idirect.ca](mailto:xyztree@idirect.ca)

**LOCATION:** 45 Pine Tree Court at the southeast corner of rear lot, beside fence, and shed.

**SPECIES:** Sugar Maple, 76 cm DBH

**NATURE OF WORK:** Request permission to remove a Sugar maple tree.

**CONDITION:** The first major branch union 10 feet above ground level has an included bark union that is showing evidence of decay. There are fungal fruiting bodies present at both this union, and at the base of the tree. These fungi appear to be of the shelf fungi family. In the last week during a storm, a large secondary portion of the northern most leader (24 cm diameter) has failed and fallen. The crown is in evident decline, as the branches have begun to die back from the tip. There is approximately 25-30% deadwood in the tree and it is obviously experiencing a last gasp growth. Much of the remaining growth is water sprout growth, and leaves are dwarfed. The tree is also leaning and there are numerous targets in it's path.

**CATEGORY:** 1

**REASONS FOR REMOVAL:** The property owner, Mrs. Grimsby, wishes to remove this tree, as she is fearful that the tree may collapse, and harm her children who play in the rear yard.

**ARBORIST RECOMMENDATION:** I believe this tree qualifies for an exemption from protection under the private tree by-law. This tree is, in my opinion, structurally unsound, as demonstrated by the included bark union, rot at union and base, and recent limb failure. The Grimsby's are also willing to plant a substantial replacement tree (70 mm Sugar maple) in the place of this tree as they value the shade it will provide to their play area and garden.

Fred Buchanan  
A.S.C.A. Registered Consulting Arborist  
No. 1253847

**LOCATION:** 22 Maple Key Place, removal of 1 poor Siberian Elm located at west side of the property beside driveway, and preservation of three remaining trees.

**Tree Inventory:** Tree locations shown on attached Site Plan entitled "Site Plan and Tree Protection Zones for 22 Maple Key Place"

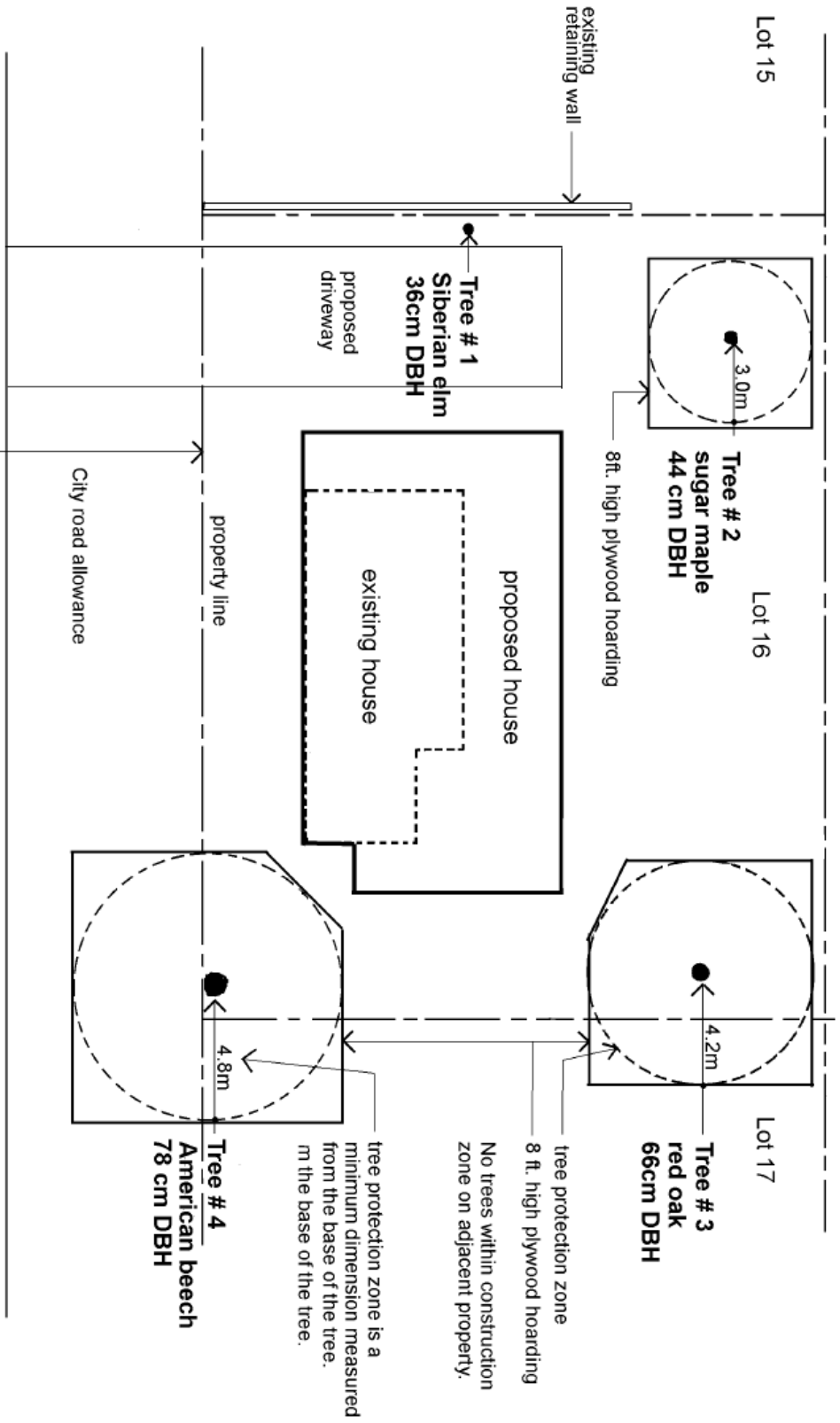
Tree No.	Species	DBH (cm)	Condition	Category
1	Siberian Elm	36	This tree has lost the majority of its leaves, and is leaning on a 40 degree angle out over the garage. Two years ago, the neighbours had excavated for a retaining wall 1 foot from base, and in the process they may have severed roots. This tree is structurally unsound, and is in obvious decline. This tree is in poor condition. Course of Action: Request to remove, permit application and fee enclosed.	1
2	Sugar Maple	44	This tree has a full crown, and is in good form. There is little deadwood, and there are no significant structural weaknesses. This tree is in fair – good condition. Course of Action: We wish to preserve	1
3	Red Oak	66	This tree has minor deadwood, and a somewhat sparse crown. There are few structural issues. In the past this tree was heavily pruned to bring light to the garden, however, homeowners wish to preserve, and bring this tree back to good health. This tree is in fair condition. Course of Action: We wish to preserve	1
4	American Beech	78	This tree has some significant deadwood, but healthy vigorous crown, and good structural integrity. This tree is leaning very slightly, but still maintainable. This tree is in fair condition. Course of Action: We wish to preserve	1

**Tree Preservation Methodology:**

Tree No.	Tree Preservation Methodology
1	Siberian Elm: We request permission to remove this tree for reasons provided above. Permit application and fee enclosed.
2	Sugar Maple: Deep root fertilization will occur prior to construction. Prior to construction, eight-foot tall plywood hoarding will be installed around the tree located a minimum of 3 m measured from the base of the tree. No materials will be stored inside or up against hoarding, and a sign will be hung on the most visible side designating the Tree Protection Zone (TPZ). Also, wood mulch will be put down in the area between the hoarding and the driveway to ensure the movement of machinery will not impact the percolation of water into the soil.
3	Red Oak: Fertilization will be done on the same schedule as noted for tree #2. Eight-foot high plywood hoarding will be put in place on the same schedule as noted above 4.2 m out from the base of the tree. Again, no material storage will be permitted in the TPZ, and a light pruning will be done at the end of the construction period.
4	American Beech: Fertilization will occur on the same schedule as noted above, and the Eight foot high hoarding will also be installed on the same schedule as above. The hoarding will extend 4.8 m from the base of the tree. This tree will also be pruned following the construction period.

Provided the tree protective measures outlined above are installed as described, it is my opinion that the trees will suffer no damage. Also, with the landscaping to take place in the rear yard, the trees will not endure any excessive grade change, as sod will be laid, and only one flower bed will be dug in the North east corner of the rear lot.

Betty Menzies  
 I.S.A Certified Arborist # ON-125646



**Site Plan and Tree Protection Zones  
for  
22 Maple Key Place**